



After School Enrichment Activities Programme Policy

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Aims

1. To inform all stakeholders on the expectations when providing pupils with a range of activities which serve to enrich the broad and balanced curriculum that is offered by British School of Lomé (BSL).
2. To identify procedures to ensure that all pupils experience an enriched set of activities in a safe and secure manner both inside and outside the school environment.

Policy Statement

The British School of Lomé prides itself in offering all pupils the opportunity to participate in a broad and balanced curriculum. The school recognises that a successful After School Programme can enrich and deepen the pupils' experiences whilst at school. The ability for the school to offer a programme which provides both a breadth and depth of activities is identified as a way of fostering pupils' talents, passions and interests. At BSL all pupils are expected to participate in an activity to develop their social awareness, group responsibility, social skills and empathy amongst peers.

The British School of Lomé (BSL) aims to provide all pupils with engaging and inclusive activities that enrich their emotional, educational and social development.



BSL Offers Mandarin Lessons



In our increasingly interconnected world, proficiency in multiple languages is a highly sought-after skill, opening doors to diverse cultures and fostering global understanding. Chinese, along with English being one of the most widely spoken languages worldwide, presents an exceptional opportunity for students to broaden their success.

We are pleased to announce that for the first time, BSL is offering Mandarin language as our After School Enrichment Programme taught by qualified and experienced staff from Confucius Institute

Children will:

- Learn and develop new interests, skills and talents;
- Develop an appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Demonstrate an appreciation of creative arts during music, artistic and STEM activities.
- Promote self-esteem through physical competence and/or learning new skills.
- Follow the activity rules and behaviour expectations mapped out by the activity leaders.
- Develop a sense of community and belonging through interactions with the wider school community

General Information

- After School Enrichment programme will run between 3:30 and 4:15 on a daily basis (sports clubs tend to be run on Monday, Wednesday and Friday with a broader array of activities on a Tuesday and Thursday),
- Registers provided (online and paper) to after school leaders and taken on a weekly basis.
- BSL provide both paid and unpaid activities
 - For paid clubs, parents will be invoiced by the bursar and all payments to be taken by accounts office.

Procedures for After School Enrichment Activities

- Primary pupils will meet on the grass area adjacent to the football pitch at 3:30 (members of staff will wait with pupils until after school leader arrives).
- Registers will be taken either on paper then filled in online or directly on to the link online.
- Pupils missing 2 weeks in a row to be communicated to ASEP Coordinator and removed from activity after consulting with parents. Any pupils on waiting list to be offered the a place in the activity.
- All pupils must adhere to the predetermined expectations agreed upon with each of the leaders. This includes behaviour, participation and punctuality.
- For horse-riding and Swimming ASEP activities, parents will be sent the arrangements in the week before the event via email.
- All pupils will meet at the front gates/office to be picked up at 4:15. With the school site clear by 4:30pm.
- In the event of a cancellation of a club, parents will be notified by 1:00pm on the day of the club (except in exceptional circumstances). If a staff member is absent on the day they are running an activity the After School Enrichment Coordinator will need to be informed by 8:00am.

Responsibilities

Pupils

- To follow the school's behaviour policy.
- To attend, participate and perform to the best of their ability during After School Enrichment Activities.

- To take ownership of their performance and set manageable goals to ensure progress and development in their specific activities.

Parental

- To support the procedures set out by BSL
- To communicate any changes in circumstances to the school via email in sufficient time
- To ensure that prompt pick up of children at 4:15pm is adhered to.

Teachers, Leaders and Coaches

- To provide at least one (weekly) extra-curricular club, activity or team that enriches the schools learning programmes and provides extension/discovery opportunities for the students.
- To promote and celebrate the club, activity and team in a proactive and positive manner (including in the school weekly newsletter).
- To deliver an inclusive and positive learning experience and environment.
- To support, approve and ensure every aspect of the policy is maintained.
- To liaise between interested parties – school staff, parents and pupils.
- To ensure good communication of the policy to all concerned.
- To communicate cancellation of a club due **only** to unforeseen circumstances no later than one hour before the end of the school day.
- To remain with pupils until they are picked up or are relieved of duty by a member of the Senior Leadership Team.

The School

- To ensure all activity leaders (both internal and external) are aware and follow the school's safeguarding policy and have received the necessary training as agreed by the SLT.
- To provide children with a platform for inclusive, fun and enriching after school learning opportunities.
- To be inclusive of pupils of all genders, age groups and abilities.
- To celebrate enrichment opportunities at all opportunities
- To provide a varied and broad array of activities for pupils at BSL.

SPANISH	STEM
FOOTBALL	GARDENING
WEIGHT TRAINING	DEBATE/MUN/GLOBAL GOALS
ART	MANDARIN
CODING	FOOTBALL
UPCYCLING/ENTREPRENEURSHIP CLUB	HAND EMBROIDERY
DRAMA CLUB	UKULELE
ZUMBA AND SINGING	YOGA
ZOONIVERSE	DRAMA
ELECTRONIC MUSIC PRODUCTION	SPANISH
CROCHET CLUB	BASKETBALL
YOGA PILATES DANCE CIRCUIT TRAINING	CHESS
ITALIAN LANGUAGE	DRAMA
ZUMBA	ELECTRONIC MUSIC PRODUCTION
SWIMMING	BOARD GAMES

ASEP list for 2023/2024

Policy revised and agreed by SLT: September 2023 Policy review cycle: September 2024
Member of staff responsible for the policy: Mr Andrew Williams (After School Enrichment
Programme Coordinator)

Name:

Signature

Date: